

# **Parks and Recreation Department**

## **Event Intern**

### **Summer 2016**

FLSA Status: Non-Exempt

#### **General Definition of Work**

The Event Intern will assist the parks team in event planning and coordination, event production assistance, and future event research as well as any other related work as apparent or assigned. Work is performed under the supervision of the Community Event Managers and Community Outreach Manager. This internship is part time with a desired start date of Monday, May 9th through Friday, August 5th. Dates and hours are flexible. This internship is unpaid.

#### **Qualification Requirements**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Essential Functions**

- Organizes, plans, and implements annual Floral Display Competition
- Implements logistical plans and assist on-site duties for Movies in the Park series
- Speaks at a variety of senior living centers for upcoming Voices from the Past event
- Speaks with business owners for upcoming Grand Junction Derby Event
- Recruit and organize volunteers for 4th of July event
- Assists in planning and organization of Amigos de Westfield event
- Assist on-site duties for City Events and Event Series
  - Follow the Drinking Gourd
  - Westfield Rocks the 4th
  - Monthly Bingo Brunch Series
  - Movies in the Park Series

#### **Knowledge, Skills and Abilities**

Students applying for this internship must have strong communication skills and should be majoring in Event Management, Marketing, Communications, or Business. Applicants should have excellent verbal and written communication skills, with extensive knowledge of Web and social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

#### **Education and Experience**

Working towards a bachelor's degree in Event Management, Marketing, Communications, or Business.

**Physical Requirements**

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

**Special Requirements**

Valid driver's license in the State of Indiana

CPR Certification

First Aid Certification